

NAVSTA NORVA INSTRUCTION 3502.1

Subj: USE OF CIVILIAN CONTRACT TUGS IN EMERGENCY SITUATIONS

Ref: (a) OPNAVINST 3040.5C  
(b) CINCLANTFLTINST C3040.7  
(c) NAVSTA NORVA ltr Ser 00/1163 of 19 Jul 00  
(d) Memorandum Agreement between Norfolk Naval Shipyard and Naval Station Norfolk

Encl: (1) Final Qualification as Emergency Tug Master  
(2) Final Qualification as Emergency Tug Engineer  
(3) Final Qualification as Emergency Tug Deckhand

1. Purpose. To issue guidance, training requirements and set responsibilities for military personnel assigned to train and qualify as emergency tug crews for contractor furnished tugs at Naval Station Norfolk. The tug function is currently being performed with civilian contractor crews through Military Sealift Command (MSC) sponsored contracts.

2. Discussion. References (a) through (d) delineate the requirement to maintain the capability to respond to emergency situations (including reactor or radiological emergencies) utilizing military tug operators when a contracted organization is unable or unwilling to perform operations.

3. Responsibilities

a. The Commanding Officer is responsible for all tug operations.

b. The Port Operations Officer is responsible for:

(1) Providing all resources and technical expertise needed to implement and sustain the emergency tug crews.

(2) Monitoring the overall effectiveness of the Emergency Tug Crew Program and provide the interface needed with MSC to ensure the contract tug providers comply with this instruction.

(3) Ensuring that the contract contains appropriate language to allow training of the Emergency Tug Crews and the use of the contractor tugs during both training and an actual emergency.

(4) Reporting the effectiveness of this program to the Program Manager, semi-annually.

(5) Assign sufficient military personnel to simultaneously operate two contractor furnished tugs.

(6) Providing sufficient training to qualify all assigned personnel in the positions they are assigned.

(7) Coordinate with the tug service contractor to conduct a minimum of one emergency tug crew drill quarterly.

(8) Maintaining training records and document all drills and training provided to the emergency tug crews.

(9) Maintaining a recall list of emergency tug crewmembers for use during an emergency situation.

c. Senior Harbor Pilot is responsible for:

(1) Assisting the Port Services Officer with the training and qualification of all emergency tug crews.

(2) Ensuring pilots are fully qualified to pilot vessels at Naval Station Norfolk.

d. Senior Watch Officer is responsible for:

(1) Promulgating emergency tug crew recall watchbill.

(2) Maintain one-hour recall roster of emergency tug crews.

(3) Conduct emergency recall drills for emergency tug crews.

4. Training Requirements. Naval Station Norfolk shall identify billets for two government tug crews and one military Harbor

Pilot, and establish a training program to operate a minimum of four tugs simultaneously. The training program for Emergency Tug crews should consist of, but should not be limited to, full operation of the tug(s) including reactivation from cold iron, underway operation, open-ocean towing, and under instruction vessel movements. Training shall be documented for each individual Emergency Tug crewmember to maintain proficiency. All Emergency Tug Crews and pilots involved in an emergency situation requiring the movement of a vessel will be fully qualified through the Nuclear Incident Program to the appropriate level. Emergency Tug Crews shall meet the following minimum qualification standards:

- a. The Emergency Tug Masters shall be:
  - (1) Qualified Tug Master.
  - (2) Recommended by Senior Harbor Pilot.
  - (3) Complete enclosure (1), JQR for Emergency Tug Master.
- b. The Emergency Tug Engineer shall:
  - (1) Complete a familiarization of the engineering plant of the contractor-furnished tug.
  - (2) Complete enclosure (2), JQR for Emergency Tug Engineer.
- c. The Emergency Tug Deckhands shall:
  - (1) Complete enclosure (3), JQR for Emergency Deck Hand.
  - (2) Be recommended by the Port Operations Officer.

5. Action. To ensure the Navy maintains the capability to respond to emergency situations for tug service including the following provision:

- a. To ensure Naval Station Norfolk has the required capability, four government crews (military and/or civilian) shall be trained by the contractor to operate contractor tugs utilizing contractor equipment.

NAVSTNORVAINST 3502.1

b. Government furnished crews shall consist of one tug master, one engineer, and two deckhands. These personnel will be required to qualify as per the Job Qualification Requirements (JQR) listed in enclosures (1) through (3). The tug master must have the required training and be familiar with the U.S. Coast Guard (USCG) requirements to operate a vessel of the class used at Naval Station Norfolk.

c. Emergency Situations. Upon determination by the Commanding Officer or his designated representative, the contractor agrees to relinquish custody and control of tug(s) to the government in order to respond to the emergency utilizing the contractor's tug(s)/equipment augmented in whole or in part by a government crew. Such determination shall be provided to the Commanding Officer. The period of government operation and control shall not exceed the time required to respond to the emergency and return the tug(s) to contractor's control.

J. F. BOUCHARD

Distribution:  
NAVSTANORVAINST 5215.3M  
List 1A

Copy to:  
N3 (10)